



Department of Financial Services  
City of Frisco, Texas

## Memorandum

**To:** Honorable Mayor Maso and City Council Members

**Thru:** George Purefoy, City Manager  
Nell Lange, Assistant City Manager

**From:** Tom Johnston, Purchasing Manager  
Anita Cothran, Director of Financial Services

**Date:** September 24, 2008

**Subject:** Consider and Act Upon Approval of a Purchase Order to Hall-Mark Fire Apparatus, Inc. for the Purchase of Parts and Service for the Frisco Fire Department's E-One Fire Trucks During the 2009 Fiscal Year

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**Action Requested:** City Council approval of a purchase order to Hall-Mark Fire Apparatus, Inc. for the purchase of parts and service for the Frisco Fire Department's E-One fire trucks during the 2009 fiscal year, in the amount of \$42,000.

**Background Information:** This purchase order is for the purchase of parts and service for Frisco's E-One fire trucks during the FY09. Hall-Mark Fire Apparatus is the sole source distributor in Texas for parts and service for the E-One trucks. This blanket purchase order will allow immediate ordering of parts and service to minimize the E-One Fire Trucks down time during repairs and preventative maintenance.

**Board/ Citizen Input:** N/A

**Alternatives:** City Council could choose not to approve this Purchase Order, at this time.

**Financial Considerations:** Funds for this purchase are available through the Fire Department's FY09 operating budget.

**Legal Review:** N/A

**Supporting Documents:** Department memo, requisition and sole source letter